

Blaengwawr Comprehensive School



Ysgol Gyfun Blaengwawr

**INFORMATION FOR
PARENTS
2011 – 2012**



MESSAGE FROM THE HEADMASTER

Dear Parent,

On behalf of the staff and Governing Body, may I extend a very warm welcome from Blaengwawr Comprehensive School.

The aim of this booklet is to provide you, the parents, with further information about life at Blaengwawr Comprehensive School. In it you will find details, for example, of our staffing, of various policies within our school and useful contact points.

As your child progresses through school you will be provided with additional information. This will come at key moments in your child's school career. You will receive a booklet explaining what happens in Year 9 when your child makes those vital choices about which subjects to follow in Years 10 and 11. You will also receive a booklet explaining Blaengwawr's wide and varied curriculum for pupils who wish to enter our Sixth Form and the arrangements for sharing courses within the Cynon Valley 16+ Consortium.

Schools can appear to be complex, at times confusing, establishments. Our aim is to keep you informed. We want you to understand our school, and to be confident that you can play a key part in our continuing success.

Home-school partnerships are crucial to the success of your child's education and essential as we strive to reach ever-higher standards. Consequently, Blaengwawr is always ready to welcome parents, although it is necessary to make an appointment and report to Reception on arrival.

If there is something which you feel we should know about your child, or if you have any further queries, please do not hesitate to contact us.

I look forward to meeting you personally.

Yours sincerely,

CONTACT INFORMATION

The full address of the school is:

Blaengwawr Comprehensive School
Club Street
Aberaman
Aberdare
Rhondda-Cynon-Taf
CF44 6TN

Headmaster: Mr D S Evans, M.A.

Telephone: (01685) 874341
Facsimile: (01685) 883834
Email: office@blaengwawr.co.uk

CHAIR OF GOVERNORS

Mr B Fitzgerald
7 Holford Street
Aberaman
Aberdare
Rhondda-Cynon-Taf
CF44 6UG

Telephone: (01685) 874587

RHONDDA-CYNON-TÂF

Local Authority

Mr C Bradshaw
Acting Director
Education and Lifelong Learning
Tŷ Trevithick
Abercynon
Mountain Ash
Rhondda-Cynon-Taf
CF45 4UQ

Telephone: (01443) 744000
Facsimile: (01443) 744024

Office Hours: 8.30 a.m. – 5.00 p.m.

School Careers Service

Careers Wales
First Floor
Tŷ Compton
4 Victoria Square
Aberdare
Rhondda-Cynon-Taf
CF44 7NT

Telephone: (01685) 880000

GOVERNORS OF THE SCHOOL

LEA Governors (5)

Mr G Davies
County Borough Councillor Mrs L De Vet
Mr B Fitzgerald (Chair)
Mr J Rosser (Vice-Chair)
County Borough Councillor Mr H Williams

Parent Governors (6)

Ms L Ashley
Mrs S Howell
Mr P Jeins
Mrs K Jones
Mrs C Lawrence
Ms P Williams

Co-opted Governors (5)

Mr D R Davies
Mr S Hames
Mr J Jenkins
Mr D Protheroe
Mrs V Snook

Staff Governor (1)

Mrs E A Morris

Teacher Governors (2)

Mr M Gale
Mr J C Rugman

Headteacher Governor (ex-officio) (1)

Mr D S Evans

STAFF OF THE SCHOOL

| | |
|-------------------------|--|
| Headteacher: | Mr D S Evans M.A. |
| Deputy Headteacher: | Mrs M Pearce B.Sc., NPQH |
| Assistant Headteachers: | Mr S W Hanly Mr J Richards B.Sc., NPQH Mr M C Ryan B.Sc., NPQH Dr M G Thomas B.A., NPQH |

Heads of Department and Teaching Staff

| | |
|---|---|
| Additional Learning Needs: | Mr M Gale B.A. (Head of Faculty and SENCO) Mrs S Howells B.A. (Head of PASE) |
| Art and Design: | Mr A R Francis B.Ed. (Head of Department) |
| Business Studies: | Ms K E Jones B.A. (Head of Department) |
| English and Media Studies: | Mrs C L Woodfine B.A. (Head of Faculty) Mrs H Amos B.A.(Ed.) (Head of Year 7) Miss L E Boyles B.A. Mrs B V Fields B.A. Miss C Williams B.A. |
| French: | Mrs D A Hope B.A. (Head of Department) Miss L E Boyles B.A. |
| Geography: | Mr S Alexander B.Sc. (Head of Department) |
| History: | Miss S-J Horler B.A. (Head of Department) Mrs C L Smith B.A. |
| Information and Communication Technology: | Mrs J Johnson LLB (Head of Department) Mr S W Hanly |
| Mathematics and Numeracy: | Mr S Davies B.Sc. (Head of Faculty) Mr P W Griffin B.Sc. (Head of Mathematics) Mrs K I Clarke B.Sc. (Head of Sixth Form) Ms K E Jones B.A. Mrs M Pearce B.Sc., NPQH Mr J C Rugman B.Mus. |
| Music: | Mr S E Edwards B.Mus., A.Mus., T.C.L., M.Sc. (Head of Department) |
| Personal and Social Education: | Mr M Roberts B.A. (Head of Humanities Faculty) |
| Physical Education: | Mrs T M Morgan B.Ed. (Head of Department) Mr M R Addis B.Sc. (Head of Boys' Physical Education) Mr D J Davies B.A. Mr J H Leyshon B.A. Mrs A J Smith B.A. (Head of Learning) |
| Religious Education: | Mr M Roberts B.A. (Head of Faculty) Mrs J N Bowes B.A. Miss K M Hopkins B.A. |
| Science: | Mrs A S Potts M.A., B.Sc. (Head of Faculty) Mrs C L Evans B.Sc. Mr P J Figgins B.Ed. (Assistant Head of Science) |

Mrs J D Hammett B.Sc.
Mr J Richards B.Sc., NPQH
Mr M C Ryan B.Sc., NPQH

Technology:

Mr D Williams B.Ed. (Head of Faculty)
Mrs N B Powell B.Sc.
Dr M G Thomas B.A., NPQH
Miss L S Webb B.Sc.

Welsh:

Miss L Williams B.A. (Head of Department)
Miss S Frederick B.Sc.
Mrs E Hamlin B.A. (Transition Teacher)

Extra-Curricular Activities

Mr N Brock (E3+ Co-ordinator)

Mr R Rogers (5x60 Officer)

Clerical Staff

Mrs E Morris (Office Manager) Miss T Mendham Mrs K Oliver Mrs C Owen
Mrs T Philpot Mrs B Thomas Mrs B Yanez

Technicians

Mr F Cosh
(Technology)

Mr M Driscoll
(Science)

Mr J F Kyme
(Computers)

Support Staff

Ms J Reddy (Literacy and Numeracy Development Officer)

Mrs L M Giboney (Learning Coach)

Ms B Davies (Key Worker)

Mrs D Bevan (Literacy)

Mrs S Parker (Numeracy)

Mrs V Atkins Mrs L Bowler

Mrs G Evans

Mrs J Hobson

Mrs P Jackson Mr D Lee

Mr K Morgan

Miss S Pedrick

Miss A Perry Mrs A Pugh

Miss N Rees

Mrs C Roberts

Mrs N Weston Mrs S Wickham

Ms C Wride

Site Supervisors

Mr E O Clement – Site Manager

Mr L Christopher – Caretaker

Education Welfare Officer

Ms K Hopkins

School Nurse

Ms C Tranter

THE SCHOOL

Blaengwawr Comprehensive School was established as a county controlled school in 1978, the school having been built as a secondary school in 1974. The school is situated in Aberaman, just to the south of Aberdare in the Cynon valley, within easy reach of the Brecon Beacons National Park and approximately twenty miles north of Cardiff, the capital of Wales. It is one of the nineteen secondary schools within Rhondda-Cynon-Taf and its catchment area includes the communities of Aberaman, Cwmaman, Godreaman and Abercwmboi. It is a mixed school with approximately 700 boys and girls on roll. As well as pupils from within our catchment area there are currently almost 200 pupils attending from outside the catchment area. The school has the reputation of being a caring school where pupils are known personally and valued as individuals.

Together with Aberdare High, Aberdare Girls' School, Mountain Ash Comprehensive and St. John the Baptist Church-in-Wales High School, Blaengwawr is a member of the Cynon Valley 16+ Consortium, providing joint courses in the Sixth Form.

THE AIMS AND OBJECTIVES OF BLAENGWAWR COMPREHENSIVE SCHOOL

The main objective of the school is to maximise the potential of all pupils in a happy, caring and disciplined environment.

To those ends, the school aims to:

1. develop a caring community, which exercises concern and respect for the welfare of others, emphasising the importance of good human relationships based on sensitivity, tolerance and goodwill.
2. encourage an appreciation of self-discipline and personal responsibility, of initiative and effort, of collaboration and teamwork enabling the exercise of individual judgement.
3. encourage positive attitudes to the ever-changing requirements of society whilst upholding a belief in basic values and standards.
4. accept responsibility for developing the academic, creative, physical, social and spiritual needs of pupils, and to provide a wide range of activities with equal opportunities for all pupils.
5. develop, within the framework of the relevant Education Acts, a curriculum which is flexible, relevant and meaningful to pupils of different ages and development and is responsive to their needs as well as to the demands of employers, examining boards and the institutions of Further Education and Higher Education.
6. enable pupils to develop the skills and gain the qualifications necessary for entry into a diverse range of occupations and professions.
7. prepare pupils to live in harmony by helping them to understand the value of different languages, religions, customs and practices.

ADMISSION TO THE SCHOOL

The Welsh Assembly has a 'standard number' for annual admissions to the school. At present the number is 162. In 1999, however, the Local Education Authority recognised that the school is oversubscribed and its 'Indicated Admission Limit' has been calculated at 125.

There were 92 requests for admission in September 2010 and all were allocated places.

Blaengwawr Comprehensive School follows the Local Authority's policy for admissions, which is to be found in their 'Starting School' brochure.

The parents of pupils accepted for entry to year 7 at the school in September of each year are invited to attend a special meeting at the school in the June/July prior to entry. Pupils considering applying for entry have the opportunity to visit the school and an Open Evening for parents and pupils is held prior to admission.

For pupils wishing to transfer to the school during the course of their secondary education, enquiries should be made (in the first instance) to the Headteacher of Blaengwawr Comprehensive School.

THE ORGANISATION OF THE SCHOOL

The Curriculum

Blaengwawr operates a two-week timetable comprising of 50 one-hour lessons (i.e. five lessons per day). At key stage 3 (Years 7-9) the curriculum organisation is as follows:

| <u>Subject</u> | <u>Periods</u> |
|-----------------------------|-----------------------|
| English | 6 |
| Mathematics | 6 |
| Science | 6 |
| French | 4 |
| Welsh | 4 |
| History | 3 |
| Geography | 3 |
| Religious Education | 3 |
| Music | 2 |
| Art & Design | 2 |
| Technology | 3 |
| Information Technology | 2 |
| Physical Education | 5 |
| Personal & Social Education | 1 |

The curriculum organisation for key stage 4 and the Sixth Form are to be found in the relevant course booklets produced by the school.

Year 7 Teaching Groups

In September 2011 year 7 pupils will be placed in four mixed ability registration groups, but for lessons there will be five forms based on ability. Pupils will move up and down during the year, according to performance.

RELIGIOUS EDUCATION AND COLLECTIVE WORSHIP

The school complies with the 1988 Education Reform Act. Essentially this means that religious education and collective worship will be predominantly Christian in nature. Religious Education at Blaengwawr Comprehensive School is of a non-sectarian nature.

Each day commences with a collective act of worship. The Headteacher, Senior Staff, Heads of Key Stage or Form Tutors will conduct these. Often they will involve pupils.

If, as a parent, you wish your child to be excused from the act of worship or from religious education lessons on grounds of conscience, a request in writing should be submitted to the Headteacher.

SEX EDUCATION

Sex education is introduced, with other aspects of health education, at various times throughout a pupil's school life, as an integrated part of the school's curriculum.

The biological aspects of sex education will be covered as part of the curriculum in science lessons. The moral aspects will be covered in religious education lessons and personal and social education lessons.

Again, as a parent, if you wish your child to be withdrawn from these lessons, a written request should be submitted to the Headteacher.

ADDITIONAL LEARNING NEEDS

Blaengwawr Comprehensive School is committed to ensuring that the National Code of Practice on the identification of additional learning needs is scrupulously followed.

Learning Support

Pupils with learning difficulties are identified before entry into the school and will receive appropriate support. Wherever possible these pupils will be integrated into mainstream classes with appropriate programmes of study to take into account their specific difficulties. At key stage 3 there is also provision for a separate class for pupils with learning difficulties. For this class each subject area has developed a programme of study, reflecting the National Curriculum, whilst ensuring that pupils are able to achieve successful progress.

Hearing-impaired and Physically Handicapped

Until recent changes in the law, Blaengwawr housed the Special Support Centre for pupils with visual or hearing-impairments and physically disabled pupils, drawn from the whole of the Cynon Valley. They now have the right to attend their local comprehensive school, but many still choose to come to us. These youngsters are integrated into the mainstream curriculum wherever possible, and in some cases, specially trained staff will accompany pupils to lessons.

Communication Disorders

Since September 2004 the school has had a class for pupils with communication disorders, known as PASE (Provision for Autistic Spectrum Education), drawn primarily from pupils within the Cynon Valley. These pupils will be taught within mainstream classes (usually with support) as far as possible.

SPORT

Sport is rightly recognised as an important activity in the National Curriculum. It promotes physical well-being and the acquisition of many skills. Sport promotes competition and co-operation through teamwork and develops individual qualities such as self-discipline, personal integrity and reliability. Furthermore it can be a thoroughly enjoyable experience.

Blaengwawr Comprehensive School complies fully with the National Curriculum requirements at both key stage 3 and key stage 4. In addition it is offered for examination at BTEC Levels 1-3.

The physical education department also offer a wide programme of extra-curricular activities including rugby, soccer, netball, hockey, cross-country, athletics, cricket, rounders, swimming and gymnastics. The school also has its own multi-gym facility for health-related fitness. All these activities are well supported. In March 2007 the school opened its full-size, floodlit, all-weather pitch at the school – the best in the Cynon Valley.

The school participates in the 5x60 Programme, which aims to make significant inroads into the Welsh Assembly's target of 90 per cent of secondary pupils achieving 60 minutes of physical activity five times a week by 2020. Consequently activities like mountain biking, canoeing and street dancing take place after school and during school holidays.

Blaengwawr has a good record of providing pupils for district and county teams, and pupils from the school have gone on to represent Wales at school level in a wide range of sports. In June 2006 Ian Evans became the first former Blaengwawr pupil to be capped by Wales at rugby, when he played against Argentina.

Further details on the sporting activities provided by the school, and the recent sporting records are available from the Headteacher, and are regularly updated in the termly Newsletter.

ASSESSMENT OF PROGRESS

Progress Reports for key stage 3 are provided for parents at the end of the autumn and spring terms. These contain grades for attainment (based on National Curriculum levels), effort and progress. At the end of the Summer Term parents receive a full report for each subject, including a section for advice for future progress.

Year 7 pupils and parents are encouraged to attend Parents' Evenings in the Autumn Term (with Form Tutors) and the Spring Term (with subject teachers).

Year 8 pupils and parents are similarly encouraged to attend a Parents' Evening in the Spring Term (with subject teachers).

Year 9 pupils and parents are expected to attend a Parents' Evening in the Spring Term (with subject teachers).

Parents do not need, however, to wait for the formal reports or Parents' Evenings. Parents can contact the relevant Head of Key Stage to arrange an appointment to discuss their child's progress at any time.

HOMEWORK

Homework is a compulsory part of pupils' education. Homework tasks set by teachers have to be completed and handed in on time. To help pupils to manage their homework, the school provides each pupil with a Personal Planner, unique to the school, in which they are required (as part of school policy) to enter details of homework set and the date it is due to be handed in. Pupils should also enter in their Planners the results of any assessments in the subjects studied.

Subject teachers plan homework according to requirements of the syllabus. Homework tasks may take the form of practice, preparation for classwork, individual research, project work, learning of information or revision.

Parents must take an active responsibility for ensuring that pupils complete the homework set. Consequently parents are required to sign the Personal Planner and add comments as necessary, each week. Any queries that arise should be taken up with the relevant Head of Key Stage.

SCHOOL UNIFORM

One of the characteristics of good schools has been found to be a good standard of school uniform. We have tried to ensure that our uniform is sensible and relatively inexpensive. Details of the uniform can be found in Appendix 1 at the back of this booklet.

Provision is also made for uniform grants for those parents who are eligible. Forms are available from the school for such a Welsh Assembly grant.

SCHOOL DAY

School starts at 8.40 a.m. and finishes at 3.00 p.m. This system aims to make the best possible use of the school day and ensures that pupils can be home early in the winter evenings and also, if they wish, to allow plenty of time in the afternoon to pursue other activities.

| | | | |
|-------------------|---|-------------------|--------------|
| 8.40 a.m. | - | 9.05 a.m. | Registration |
| 9.05 a.m. | - | 10.05 a.m. | Lesson 1 |
| 10.05 a.m. | - | 11.05 a.m. | Lesson 2 |
| 11.05 a.m. | - | 11.25 a.m. | Break |
| 11.25 a.m. | - | 12.25 p.m. | Lesson 3 |
| 12.25 p.m. | - | 1.25 p.m. | Lesson 4 |
| 1.25 p.m. | - | 2.00 p.m. | Lunch |
| 2.00 p.m. | - | 3.00 p.m. | Lesson 5 |

SCHOOL ATTENDANCE

Absence from school can seriously affect pupil progress and parents are asked to bear this in mind when deciding on family holidays. Where it is unavoidable and such holidays have to be taken in term time, parents are required to complete a holiday request form, available from the School Office or Head of Key Stage, in advance of the holiday.

In the case of pupil absence due to illness, parents are asked to notify the school by 9.00 a.m. on the morning of the first day of absence. In the case of all absences from school, pupils should bring a short note, explaining the reasons for absence, on their return to school.

Where pupils have to leave the school premises for medical appointments, which cannot be made out of school time, the School Office will issue them with an Authorised Absence Pass, provided that they bring confirmation of the appointment. ***Pupils may not leave the school premises without an authorised pass being issued.***

SCHOOL TERM AND HOLIDAY DATES 2011-2012

| | Term Begins | Half-Term Begins | Half-Term Ends | Term Ends |
|---|--------------------------|-------------------------|-----------------------|------------------------|
| Autumn 2011 | Wednesday 7 September | Monday 24 October | Friday 28 October | Tuesday 20 December |
| Spring 2012 | Tuesday 3 January | Monday 13 February | Friday 17 February | Thursday 5 April |
| Summer 2012 | Monday 23 April | Monday 4 June | Friday 8 June | Wednesday 18 July |
| Notes: 1. May Day Bank Holiday – Monday 7 May 2012 2. INSET Day – Monday 2 July 2012 3. All dates are subject to final LA approval | | | | |

SCHOOL RULES AND DISCIPLINE

Any large community needs rules and Blaengwawr is no exception. Copies of the current school rules are to be found in Appendix 4.

In September 2011 parents will receive a home-school contract outlining what is expected of them, their children and the school. This will be found in the Pupil Planner. This needs to be signed by parent/guardian, pupil and school and it requires an acceptance of the School Code of Conduct and a commitment to attendance and punctuality.

DETENTION

The school imposes sanctions for infringements of the school rules. One of these sanctions is after-school detention, which will normally last for one hour. A minimum of overnight notice will be given to parents notifying them of the detention, which will usually be by letter (via the pupil) or occasionally written in the Pupil Planner. It is a condition of admittance to the school that parent(s)/carer(s) accept this as a punishment. It is also important to note that transport home is not provided if a pupil is in detention.

EXCLUSION FROM SCHOOL

The Headteacher is empowered, as an ultimate disciplinary sanction, to exclude a pupil from the school. This can be for a fixed period or a permanent exclusion. In all cases of exclusion the Headteacher will inform the parent/carer of the pupil concerned of the decision, the reason or reasons for it, and the length of the exclusion.

The Headteacher will also advise the Governing Body and the Local Authority of the decision. Parents/guardians have the right to make representations against the Headteacher's decision including, ultimately, at a statutory Appeals Committee of the Governing Body.

Blaengwawr is proud of its reputation of not having to use the sanction of permanent exclusion on many occasions.

PASTORAL ORGANISATION

Blaengwawr Comprehensive School enjoys an excellent reputation for the way in which it looks after the pastoral needs of its pupils. Indeed the happy family atmosphere helps to ensure that each pupil is valued as an individual, contributes to the school community and the community in general.

Year groups are divided into tutor groups. In normal circumstances pupils will remain in these classes for registration and pastoral periods up to the end of year 11. The Head of Key Stage is the initial point of contact for parents with any queries about their child. The Head of Year for year 7 is Mrs. H Amos, and initial contact should be made with her.

REWARD SYSTEM

The school has a system of merits awarded for academic achievement, personal improvement and contribution to school life. Subject postcards are awarded for academic achievement and form tutor postcards for pastoral achievements (such as 95+ per cent attendance). These can lead to termly Head of Learning or Head of Key Stage Certificates. Each term one pupil in each key stage 3 year group will receive the Headteacher's Award for the best all-round performance of the term.

SCHOOL MEALS

Meals are provided daily through a cafeteria system in the school hall. The school operates a 'cashless system' with swipe cards. A snack bar operates from the school hall at break and lunch times. Provision is made for pupils who wish to bring a packed lunch. ***Pupils who do not go home for lunch must remain on the school premises during the lunch break.***

Free school meals (to the value of £2.00 per day) are available families in receipt of one or more of the following benefits:

- Child Tax Credit – where the annual income is less than £16,190.00
- Income Support (with responsibility for children)
- Employment and Support Allowance (Income related)
- Income Based Job Seekers Allowance (with responsibility for children)
- National Asylum Seekers Support
- Guarantee Element of State Pension Credit

Those families who receive working tax credits do not qualify.

You are very welcome to discuss the matter further with Mr J Richards (Assistant Headteacher) as the school will be happy to lend any help or support needed for your application or alternatively you can register directly with the Council by telephoning 01443 681081.

Further information can be found at www.rctcbc.gov.uk/whyforkout

SCHOOL TRANSPORT

Free transport is currently provided for pupils living more than two miles from the school, provided that they are within the school's catchment area. The Local Authority issues such pupils with season tickets for the appropriate bus.

For pupils living within the statutory limit, Blaengwawr School buses operate a service to and from the school premises at appropriate times. Tickets for these can be purchased at the school at a cost of £6.00 per week.

EXTRA-CURRICULAR ACTIVITIES

Currently the school has an unrivalled number of clubs and societies designed to enhance, develop and supplement the variety of learning experiences that occur within the curriculum. Some of these activities take place during the lunch break, but the majority are after school. Some, particularly those that are subject-related, are provided by the dedicated teaching staff at the school who give willingly of their free time, without payment, such is their commitment to the pupils of the school.

The physical education department run school teams for every year group in soccer, rugby, hockey, netball, rounders and athletics.

The school is involved with the Welsh Government's 5x60 programme which aims to increase the number of secondary age pupils taking part in sport or physical activity for 60 minutes, at least five times a week.

There are also e3+ activities. This is a scheme run by the Council and e3+ stands for '**Enrich, Extend, Excite**'. It is a flexible out-of-school-hours learning model that enables schools to develop activities and learning opportunities for the young people, parents and the wider community. Examples of e3+ activities include skateboarding, drama, film-making and street dance.

Most after-school clubs and activities last for either an hour or two hours. A Blaengwawr School bus is available to transport pupils home at the end of these activities free of charge. This is an important consideration in the dark winter months.

SCHOOL VISITS

By the very nature of the school owning its own mini-buses and coaches we are able to offer a full range of school visits and, by so doing, enrich the education and experiences of its pupils. Countless visits both residential and non-residential are organised within South Wales, nationally and abroad. Transport charges are kept to a minimum.

CHARGING AND REMISSIONS POLICY

Charging for educational activities in LA schools is covered by the Education Reform Act 1988. In accordance with this legislation and the policy laid down by Rhondda-Cynon-Taf, the Governing Body of Blaengwawr Comprehensive intends that education should be free for pupils if it:

- (a) takes place in school hours
- (b) is outside school hours, but is required as part of an examination, National Curriculum or statutory religious education.

Voluntary Contributions. Voluntary contributions can be requested for any of the school's activities. No pupil will be disadvantaged if a parent fails to make this contribution.

Education Outside School Hours. The participation in an activity outside school hours, which is not part of the school's curriculum, will be on the basis of parental choice and willingness to meet the charge for that activity.

As the school has its own transport, the transport for all curriculum-based visits in South Wales is free.

No charge is made for any pupil taking additional musical instrument tuition in school.

RAISING CONCERNS AND RESOLVING COMPLAINTS

From time to time parents, and others connected with the school, will become aware of matters which cause them concern. To encourage the resolving of such situations, the Governing Body has adopted a *General Complaints Procedure*.

The procedure is devised with the intention that it will:

- usually be possible to resolve problems by informal means
- be simple to understand
- be non-adversarial
- provide confidentiality
- allow problems to be handled swiftly
- address all the points at issue
- inform future practice so that the problem is unlikely to recur.

Full details of the procedure may be obtained from the School Office or from the Clerk to the Governing Body.

SCHOOL UNIFORM 2011 –2012

BOYS' UNIFORM (excluding Sixth Form)

| | |
|----------------|---|
| Shirt: | Light blue (<i>not</i> polo shirt). |
| Tie: | Only available from the school (price £2.50). |
| Sweater: | Navy blue V-neck with school badge (only available from the school , price £15.00). |
| Trousers: | Charcoal grey. Plain with traditional waist and pockets. |
| Socks: | Plain and dark in colour. |
| Shoes: | Plain black with <i>low heel</i> . Boots and training shoes are <i>not</i> acceptable. |
| Outer Garment: | Navy blue waterproof fleece jacket with embroidered school badge (only available from the school , price £16.50 to £20.00). |
| P.E. Kit: | Light blue polo shirt with school badge (only available from the school , price £5.75) Navy shorts Training shoes |
| Games Kit: | Maroon/light blue reversible sports shirt (only available from the school , price £15.00) Black shorts Maroon football socks (only available from the school , price £5.00) Rugby/football boots |
| Craft: | An apron to protect clothing. |

GIRLS' UNIFORM (excluding Sixth Form)

| | |
|----------------------|---|
| Blouse: | Light blue (<i>not</i> polo shirt). |
| Tie: | Only available from the school (price £2.50). |
| Sweater: | Navy blue V-neck with school badge (only available from the school , price £15.00). |
| Skirt: | Navy blue, knee-length (available from the school, price £10.00). |
| Trousers (optional): | Plain navy blue. Can be worn between October half-term and end of spring term. |
| Socks: | White, knee-length. |
| Shoes: | Plain black with <i>low heel</i> . Boots and training shoes are <i>not</i> acceptable. |
| Outer Garment: | Navy blue waterproof fleece jacket with embroidered school badge (only available from the school , price £16.50 to £20.00). |
| P.E. Kit: | <ul style="list-style-type: none">• Light blue polo shirt with school badge (only available from the school, price £5.75)• Navy shorts• Navy games skirt• Light blue games socks• Training shoes |
| Craft: | <ul style="list-style-type: none">• An apron to protect clothing. |

ALL ITEMS SHOULD BE CLEARLY LABELLED WITH THE PUPIL'S NAME

Please note that the school's badge is a Registered Trade Mark and no permission has been given for any local uniform supplier to use this badge on any item.

THE SCHOOL'S CONDUCT POLICY

Blaengwawr's policy is to encourage good standards of behaviour, so that every pupil is able to learn more effectively in a caring school. To promote good behaviour pupils need to observe the following beneficial guidelines.

AROUND THE SCHOOL

- Pupils must attend regularly. If absent, a note must be brought from the parent giving the reason for absence.
- Pupils must be punctual and arrive at school before the beginning of morning and afternoon sessions. They must not loiter on the main roads but come directly to school. Detention is given to pupils who are late to school more than once in a week.
- Pupils are expected to enter and leave school by the authorised exit, keeping to the pathways provided.
- All pupils will wear school uniform.
- All items of clothing and equipment should be clearly marked with the owner's name.
- The wearing of jewellery is prohibited, although pupils may wear either one pair of sleepers or one pair of studs in the lobe of each ear.
- Mobile telephones and personal music players (e.g. MP3 players and iPods) are not permitted in school.
- Unconventional or deviant hairstyles, whether in length or colour, will not be tolerated.
- School meals are served cafeteria-style in the canteen. All pupils are to remain on school premises during breaktime and the lunch break, with the exception of Sixth Form.
- Certain areas, such as the brook running through the school grounds, are designated out of bounds for safety reasons.
- No pupil will be allowed to leave the school premises during school time, in any circumstances, without the express permission of the Headteacher or Senior Staff.
- Whenever possible, medical and dental appointments should be arranged outside school time. However, if appointments have to be made in school hours the pupil must inform his/her form tutor and record the appointment with the secretary who will issue a permission slip to the pupil.
- Pupils must travel from one lesson to another in an orderly manner and in the minimum time, keeping to the left-hand side of the corridors and stairways.
- Valuables are not to be left in the cloakrooms or changing rooms but deposited with a member of staff.
- Detention is one of the disciplinary sanctions of the school. Pupils will be given at least 24 hours written notice if they are to be detained and it is their responsibility to inform their parents.
- Chewing gum is prohibited.
- Any cigarettes, matches or lighters brought onto the premises will be confiscated and the pupils concerned liable to punishment.
- Fire drills will be held periodically. When the fire bell sounds pupils are expected to move in an orderly manner and assemble in their form groupings in the lower tennis courts, where they are to wait quietly while the registers are checked.

- Textbooks and exercise books are on loan to pupils. These items remain, at all times, the property of the school and in the event of loss, damage or defacement, pupils may be charged for a replacement.

WITHIN THE CLASSROOM

PUPILS

- Enter classrooms in an orderly fashion and take your places.
- Do not wear outdoor coats or hats within the school buildings.
- Ensure you have books, pens, pencils, rulers, Personal Planners and any other relevant equipment (for instance, P.E. kit).
- When the teacher is talking, be quiet and listen.
- Put your hand up to answer, do not call out.
- Work sensibly, do not distract or annoy others.
- If late, expect to be detained.
- Do all homework by the set date.
- Do not chew.
- Never leave a lesson without permission.
- Leave the room in an orderly fashion.

PARENTS

If the guidelines are broken your child may:

- Lose break or lunchtime privileges.
- Be given detention after school. He/she will be given prior notice of this.
- Be placed on Daily Report. You will be asked to sign this to show that you are fully aware of you child being on Report.
- Be asked to make repair or meet costs of any wilful damage done.

You will be notified of persistent bad behaviour and may be asked to visit the school. In very serious incidents the Headteacher may suspend your child from school for a limited period or permanently, subject to ratification by the governing body.

The school will encourage good behaviour through the usual teacher-pupil communication and also through the Merit System whereby pupils can earn merit certificates and prizes for positive achievement.

To ensure the success and effectiveness of the school's Conduct Policy your support is a vital ingredient. It would be advantageous for all, not least of course your child himself/herself, if you would encourage your child to develop patterns of responsible and courteous behaviour.

Please remember that you are cordially invited to contact and/or make an appointment to visit the school at any time.

Computer Resources Policy

The school has provided a large number of computers for use by pupils. They offer access to a vast amount of valuable information for use in studies, acting like an enormous extension to the school library, and will help pupils prepare for today's world.

The computers are provided and maintained for the benefit of all pupils. They are encouraged to use and enjoy these resources and to ensure that they remain available to all. Any damage, malicious alteration or inappropriate use of the computer equipment may harm their education and that of other pupils. To protect all in its care, the school must insist that pupils adhere to these rules for acceptable use of the equipment.

Computer Rules

- Pupils must not install, or attempt to install, programs of any type on a machine, or store programs on the computers, without permission.
- Pupils must not damage, disable or otherwise harm the operation of computers, or intentionally waste limited resources.
- Pupils will not use the network for commercial purposes – such as the buying or selling of goods or services.
- Pupils must not disclose their password to others, or use passwords intended for the use of others.
- Pupils making use of the network must do so in a way that does not harass, harm, offend or insult others.
- Pupils are expected to respect, and not attempt to bypass security in place on the computer systems. Accessing, copying, removing or otherwise altering other people's work, or attempting to alter the settings of computers is not acceptable use of the equipment.

Internet Rules

- Pupils must access the Internet only for study purposes or for school authorised/supervised activities.
- Pupils must not use the Internet to obtain, download, send, print, display or otherwise transmit or gain access to materials which are unlawful, obscene or abusive.
- Pupils are expected to respect the work and ownership rights of people outside the school, as well as other pupils and staff. This includes abiding by copyright laws.
- Pupils must not engage in chat activities over the Internet. This uses up valuable resources, which could be used by other people to benefit their studies.
- Pupils will not disclose personal information such as their address or telephone number to those who they contact through electronic mail.

Sanctions

- Violations of these rules will result in withdrawal of access to ICT resources.
- The school, in line with existing practice regarding inappropriate behaviour, may take additional action.
- For more serious violations, suspension or expulsion may be imposed.
- Where appropriate, the police may be involved or other legal action taken.